

## **FASHION PARADE**

A wonderful reason to get your female friends together (men usually give this one a miss!). It can be done on a large scale at a local community centre or in a large home.

### **How long will it take to organise?**

You need to plan your fashion parade at least 3-4 months ahead after you have confirmed a company to provide the clothes.

Here is a list of tasks that need doing; this will give you an idea of how long it will take to organise. If you have a few people helping you, you could plan and organise this event in a week or two.

1. Be sure to get support people organized: you will need people to help you organise and run the fashion show so make sure you get them on board as soon as possible!
2. Decide on a theme: find a theme for your fashion show so you know what kind of clothes you need for the show
3. Find suitable clothes or vendors
4. Find your models
5. Book a suitable venue and decide on a date: make sure it's on a date that all of your models can come and never have a fashion show during holidays; people won't be available
6. Make or order decorations and invitations
7. Find a photographer and a sound/lighting coordinator
8. Invite guests

### **How many people does it take?**

For a larger event you will need hair stylists, makeup artists, lighting specialists and music and event coordinators – don't get put off there are many friends with those skills. Ask the community drama group, co-workers, friends or family that are handy with hair and makeup. Family, friends, community members and local business leaders might be able to donate some of their time and expertise as well to help set up and run the fashion show.

### **How much do you have to spend upfront?**

This depends on the event – you may have to hire a venue and pay a bond for cleaning, pay for lights or a PA system with a bond.

### **Do you need a licence or permission?**

Yes, please tell RESULTS so we can let you use our name and logo and help with handling money safely.

**Do you need your boss's permission for workplace events?**

Yes. For all workplace events it's only polite and you can ask them to match the amount you raise. Let us know and we will send a letter confirming you are doing this for RESULTS that you can give to your boss.

**What materials/resources will I need?**

- **Suitable clothes or vendors:** A fashion show is all about clothes so find suitable clothes as quickly as you can. Many stores will lend clothes for your show. Make sure you ask for a slice of commission for all clothes sold at the event.
- **Models:** You can ask anyone to be a model for your show. Friends, family, colleagues, teenagers, etc. can be asked to model for the show
- **Make or order decorations and invitations:** base the invitations and decorations on your theme. i.e. black and white theme
- **A photographer:** If you want some great publicity shots, it's a good idea to get a good amateur photographer on board. There will always be someone who is able to do this from among friends, family, co-workers.
- **D. J. and/or Sound and Lighting Coordinator:** Music is essential for a fashion parade and good lighting can improve the atmosphere tremendously! Again, make use of local amateurs, and 'Techy' friends or family members
- **Social Media Promotion:** You can also set up an online fundraising page We can help you to register online. You can personalise your page with photos, videos and messages to your supporters. Friends and family who are unable to make your event can donate via your secure, online fundraising page.
- **Makeup and hair styling products and equipment:** see if the hair and makeup artists can supply their own

**What sort of venue do I need?**

Somewhere with lots of space such as a community hall, golf club, RSL club, office function room at work that you can use, aim to keep costs at a minimum for this.

**Who should you invite?**

Everyone! Advertise through newsletters, fliers, brochures, online (social media/website), word-of-mouth, street posters, etc. Get your friends and family members, co-workers and other staff, local community members, everyone possible who is interested in coming along!

**How much to charge**

You can ask for \$10 or \$20 or \$50 entry fee – it depends on your guests' ability to be generous.

You can also run a small raffle if you find some prizes such as a clothing voucher from a local shop

**You can also set up an online fundraising page**

We can help you to register online. You can personalise your page with photos, videos and messages to your supporters. Friends and family who are unable to make your event can donate via your secure, online fundraising page.

**How to handle money safely?**

**Check out the cash handling and how to send your donation to RESULTS HERE**

Email your ideas on how to make this guideline better [HERE](#)